



FY 06 EMERGING LEADERS PROGRAM

2005-2006 Assignment Requirements by Due Dates

Personal Leadership (1st Session: August 8 – 12, 2005)

Due Not Later Than:

18 Aug (Thur): Submit Draft IAP #1

Refer to IAP Reference Guide: "Complete the Planning and Implementation Phases"

8 Sep (Thur): Receive Comments/Feedback from Your Supervisor and Consultant

As an Emerging Leader, you need to find ways to meet this expectation and look for "work arounds." Hint: If your Consultant is unexpectedly not available and you realize the deadline might be missed, exercise initiative and talk to the Lead Consultant who can either temporarily assign another Consultant or decide to review on behalf of your Consultant.

22 Sep (Thur): Submit Final IAP #1

At this stage, your completed paper reflects complete staff work:

- has been improved due to comments from your Consultant and supervisor
- you've also completed the "Assessment and Reflection Phases"

6 Oct (Thur): Forward Your Graded IAP #1 (comments and grade from your Consultant) to:

1. Your Supervisor and
2. Kathryn Arizo: Lead Consultant (kathryn.arizo@hi.ngb.army.mil)

- 11 Oct: Lead Consultant to notify PLA Administrator, Gloria Uyehara, (guyehara@hpfeb.org) of delinquencies (Fellow's name and situation). PLA Administrator follows up with Fellow's supervisor and command's point of contact.

Note from Program Administrator:

1. Leaders find ways to make actions happen. They avoid excuses for why deadlines could not be met and seek ideas and alternatives to exceed expectations.
2. Future assignment due dates are purposely not as definitive as that described in IAP #1. Therefore, you are expected to:
 - keep your Consultants informed on status of each of your assignments
 - develop self-imposed deadline dates in order to meet stated deadlines for your Book Review, IAP #2 and Research Paper.

Leadership Book Review (BR)

Due Not Later Than:

14 Oct (Fri): Forward your BR to:

1. Your Supervisor and
2. Phil Evans: Emerging Leaders Program Manager
(pjevans@opm.gov)

- 28 Oct: Phil Evans will forward consolidated BR's and Assignment Completion spreadsheet to Gloria Uyehara (guyehara@hpfeb.org).

(Note: Do not forward BR to your Consultant)

Leading Through Others (2nd Session: October 31-November 4, 2005)

Not Later Than:

30 Sep (Fri): Complete 360 Degree Assessment

21 Oct (Fri): Complete DiSC Personal Profile

13 Nov (Sun): Submit Draft IAP #2 to your Consultant

13 Dec (Tue): Submit Final IAP #2 to your Consultant

6 Jan (Fri): Forward your graded IAP #2 to:

1. Your Supervisor and
2. Kate Arizo: Lead Consultant

Research Paper (RP)

Not Later Than:

13 Jan (Fri): Submit your Final Research Paper to your Consultant

20 Jan (Fri): Consultant returns paper with comments to you

27 Jan (Fri): Forward your graded RP to:

1. Your Supervisor and
2. Kate Arizo: Lead Consultant

Return on YOUR Investment: Graduation Certificate

10 Feb (Fri): Lead Consultant forwards each Fellow's completed assignments along with documented Assignment Completion spreadsheet to:

1. OPM: Phil Evans (pjevans@opm.gov).
2. FEB: Gloria Uyehara (guyehara@hpfeb.org) and Gerry Reese (gareese@hpfeb.org)

20 Feb (Tue): FEB's Executive Assistant, Gerry Reese, mails graduation certificates to Fellows who met all assignment completion dates as attested by their Consultants, Lead Consultant, Program Administrator and OPM.

APPLICATION FOR CREDIT TO THE AMERICAN COUNCIL ON EDUCATION (ACE)

After receipt of certificate, if interested in using the Emerging Leaders Program to obtain ACE credits please see:

- Program Administrator, Gloria Uyehara, for appropriate forms. You need to complete two forms (Participant and Class forms) with a \$35 (one-time only registration fee) payable to the Registry of Credit Recommendations. Mail check and forms to:

**AMERICAN COUNCIL ON EDUCATION
REGISTRY OF CREDIT RECOMMENDATIONS
ONE DUPONT CIRCLE, NW
SUITE 250
WASHINGTON, DC 20036-1193**

BACKGROUND INFORMATION:

a. Learning Outcomes:

- Two Weeks (90 hours) - Student will be able to learn a model for continuous leadership competency development focused on the areas of physical health, emotional well-being, and intellectual development.

b. Credit Recommendation for this Program:

1. Upper Division/Baccalaureate Degree:
Category-4 Semester Hours in:

- Organization Behavior
- Business Administration or
- Behavioral Science

2. Graduate Degree:
Category-3 Semester Hours in:

- Organizational Behavior
- Business Administration or
- Behavioral Science